

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**

AIR NATIONAL GUARD POLICY DIRECTIVE 90-252

23 DECEMBER 2008



Specialty Management

**COMPLIANCE AND STANDARDIZATION
REQUIREMENT LIST (C&SRL) SERVICES
FUNCTIONAL AREA**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This directory implements Air Force Policy Directive (AFPD) 90-2, *Inspector General--The Inspection System*, and is applicable to all Air National Guard (ANG) Services organizations. It is used to evaluate unit compliance with public law, executive orders, Department of Defense (DoD) and Air Force (AF) directives. It supports guidance contained in AFI 34-series publications and other instructions and directives governing the Services functions and operations. Units may supplement this directory to add internal compliance items. This directory may be used in whole or in part by Higher Headquarters (HHQ) during visits or exercises. Users may add any item(s), which, in the exercise of good judgment, requires examination.

This directory does not require the user to create or maintain any records or documentation of actions accomplished. Any and all references regarding records and/or documentation are established in the parent HHQ directive(s), instruction(s), and/or guidance. It is the responsibility of the user to ensure that all records created as a result of processes prescribed in the referenced publications are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposal of in accordance with the Air Force Records Disposition Schedule (RDS) (<https://afrims.amc.af.mil>). Contact supporting records managers as required.

Send comments and suggested improvements to this directory on AF IMT 847, *Recommendation for Change of Publication*, to ANG Services (NGB/A1S), 3500 Fetchet Avenue, Andrews AFB, MD 20762-5157.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. This revision updates regulatory references for compliance items, and organizes sub-areas of each critical compliance objective into an order of precedence.

1. General.

1.1. Compliance and Standardization Requirements Lists (C&SRLs) are the primary lists used during a MAJCOM conducted Unit Compliance Inspection (UCI) to access unit compliance with established guidance. Items set forth in this C&SRL are defined by the ANG staff and based upon existing statutory requirements, Executive Orders, Department of Defense (DoD) directives, AF and ANG guidance, and mission areas deemed critical by AF or ANG leadership to assessing and assuring unit organizational health and/or performance. The objective of the C&SRL is to identify deficiencies that preclude attainment of required capabilities.

1.2. Critical Compliance Objectives (CCOs) represent the highest priority of inspection items and are fundamentally derived from the Common Core Compliance Areas (CCCAs) and the thirteen mission areas defined in AFI 90-201, *Inspector General Activities*. Lower tier Core and General Compliance Items may be stand alone or subordinate to a CCO. During the UCI, it is the expected intent of the MAJCOM IG to inspect, as a minimum, 100 percent of the CCOs that apply to the inspected unit. However, the items listed do not constitute the order or limit the scope of the inspection/assessment. The objective is to identify deficiencies that preclude attainment of required capabilities. Units should ensure validation of each compliance item with supporting documentation. Critical, core and general compliance criteria are defined as follows:

1.2.1. Critical Compliance Objective. Items where the unit's failure to comply with established guidance could result in significant liabilities, loss of life or serious injury, or significant mission impact. Key mission areas include:

1.2.1.1. Airman Development Programs

1.2.1.2. Ability to Deploy Forces

1.2.1.3. Ability to Employ Forces

1.2.1.4. CCOs are shown in **BOLD AND ALL CAPS FORMAT**.

1.2.2. Core Compliance Item (CCI). An item or area that requires special vigilance and is important to the overall performance of the unit, but are not deemed "Critical." Non-compliance would result in some negative impact on mission performance or could result in injury or possible litigations. CCIs are shown in ALL CAPS FORMAT.

1.2.3. General Compliance Item (GCI). An item or area deemed fundamental to successful overall performance of the unit, but non-compliance would result in minimal impact on mission accomplishment or would be unlikely to result in injury or possible litigation. GCIs are shown in sentence case format.

Table 1.1. Services Functional Areas Compliance Items

ITEM NO.	ITEM	REFERENCES
CCO-1.	IS THE PRIME RIBS PROGRAM BEING MANAGED IN ACCORDANCE WITH (IAW) AFI 10-214, <i>AIR FORCE PRIME RIBS PROGRAM (27 Feb 2006)</i>?	
1.1.	IS THERE A WRITTEN OVERALL HOME STATION TRAINING (HST) PLAN?	PRIME RIBS MANAGERS GUIDE (PRMG) INTRO TAB, CHAPTER 1, Paragraph 3.
1.1.1.	Does the HST Plan outline when training will be conducted?	
1.1.2.	Does the HST Plan outline how training will be conducted?	
1.1.3.	Does the HST Plan outline how training will be documented?	
1.1.4.	Are comprehensive Lesson Plans and Training Aids used to conduct HST? <i>(Note: Recommend using lesson plans and training aids provided by Air Force Services Agency (AFSVA). These may be tailored locally.)</i>	AFI 10-214, Paragraph 3.2.2.2.
1.2.	Is there a well-organized Continuity Book for the Prime RIBS program?	PRMG, Intro Tab, Chapter 1, Paragraph 3.
1.3.	Has the Services Flight established a Control Center capable of command and control for:	AFMAN 32-4004, <i>Emergency Response Operations</i> , Paragraph 1.4., AFI 10-403, <i>Deployment Planning and Execution</i> , Paragraphs 2.11. and 5.4.2., and AFI 10-214, Paragraphs 2.4.2., and 2.4.3.
1.3.1.	Mobility deployments?	
1.3.2.	Major accident responses?	
1.3.3.	Natural disaster responses?	
1.4.	Are a sufficient number of Services personnel trained to operate the Control Center?	AFI 10-214, Paragraph 2.4.2.
1.5.	Is the Control Center located in a designated area and have adequate:	AFMAN 32-4004, Paragraph 1.4., AFI 10-403, Paragraphs 2.11. and 5.4.2., and AFI 10-214, Paragraph 2.4.2.
1.5.1.	Communications?	
1.5.2.	Checklists?	
1.5.3.	Status boards?	
1.5.4.	Maps for the above types of situations?	
1.6.	Is the required HST equipment available IAW <i>Air Force Equipment Management System (AFEMS)</i> Allowance Standard 429, Part M, <i>Prime RIBS Training Equipment</i> ?	AFI 10-214, Paragraph 3.2.2.3.
1.7.	Is the Prime RIBS Manager knowledgeable of local procedures in obtaining and issuing deployment bags, body armor, weapons and ammunition, if necessary, for the Prime RIBS Team to meet its deployment commitment?	AFI 10-214, Paragraph 4.2.

1.8.	Have the Prime RIBS Manager and Prime RIBS Assistant attended the AFSVA or ANG Prime RIBS Management Course within six months of appointment?	AFI 10-214, Paragraph 1.12.6.2.
1.9.	Are Prime RIBS HST requirements met IAW AFI 10-214?	AFI 10-214, Paragraphs 1.8.6., 1.14.2., and 3.2.
1.10.	Is training on bare-base bed-down planning conducted for 7-Levels and above?	AFI 10-214, Table 3.1. and PRMG Tab 9.
1.10.1.	Does bare-base bed-down training include the use of the Services Site Survey Checklist?	
1.10.2.	Does bare-base bed-down training include the use of the Deployment/Bed-down Planning Checklist?	
1.11.	Are Prime RIBS team members identified, in writing, by their Unit Type Code (UTC) and Air Expeditionary Force (AEF) assignments?	AFI 10-214, Paragraphs 1.14.6. and 3.1
1.12.	Does the Prime RIBS Manager or Training Manager have an effective system to forecast when flight members require each type of training to include all HST and ancillary training requirements?	AFI 10-214, Paragraphs 1.14.1., 1.14.2., 1.14.3., and 3.2.2.
1.13.	Have appropriate Operating Instructions (OIs), checklists, etc., been written in support of the various base plans requiring Services support?	AFI 10-214, Paragraph 2.4.1.
1.14.	Have all personnel completed Services Combat Training (SCT) as required in AFI 10-214?	AFI 10-214, Paragraph 3.3.1.
1.15.	Are team members' deployment folders (personal readiness folder) up-to-date and accurate?	AFI 10-214, Paragraph 1.14.8.
CCO-2.	DOES THE INSTALLATION HAVE A COMPREHENSIVE MORTUARY AFFAIRS PROGRAM MANAGED IAW AFI 34-242, <i>MORTUARY AFFAIRS PROGRAM (2 Apr 2008)</i>?	
2.1.	HAS THE INSTALLATION COMMANDER APPOINTED IN WRITING THE MORTUARY OFFICER AND AT LEAST ONE ALTERNATE?	AFI 34-242, Paragraph 1.11.2.
2.1.1.	Have the Mortuary Officer and Non-Commissioned Officers (NCOs) attended appropriate training?	AFI 34-242, Paragraph 1.11.6.
2.2.	DOES THE INSTALLATION COMMANDER HAVE A MEMORANDUM OF UNDERSTANDING (MOU) OR DD FORM 1144, <i>SUPPORT AGREEMENT</i> , ESTABLISHED WITH THE ACTIVE DUTY BASE OWNING THE MORTUARY AFFAIRS AREA OF RESPONSIBILITY (AOR)?	AFI 34-242, Paragraphs 1.10.4., 1.12.6., and 1.12.8.
2.3.	Is there a written Mortuary Plan that includes checklists or guides to assist augmenting the active Air Force Mortuary Officer?	AFI 34-242, Paragraph 1.10.3. and 1.12.2.

	The following CCO questions apply equally to ANG Fatality Search and Recovery Teams (FSRT) and Installation Search and Recovery (S&R) teams.	
2.4.	Has the Installation Commander identified a Search and Recovery (S&R) team that is properly trained, manned, and equipped to respond to mishaps when required?	AFI 34-242, Paragraphs 6.3., 6.9.4.2., 6.9.4.4., and Table 6.1.
2.5.	Does the Mortuary Officer maintain a competent, trained S&R team and ensure the team is appropriately staffed to conduct S&R operations?	AFI 34-242, Paragraph 6.9.5.1. and Table 6.1
2.6.	Does the Mortuary Officer provide annual training to the S&R team Officer in Charge (OIC)/NCO in charge (NCOIC)?	AFI 34-242, Paragraph 6.9.5.3.
2.6.1.	Are the S&R members trained, exercised and is this training properly documented?	AFI 34-242, Paragraphs 6.3.2., 6.5., and Table 6.1.
2.7.	Have Services personnel budgeted for, procured, and stocked the items in Table 6.1., as a minimum?	AFI 34-242, Paragraph 6.10.
2.8.	Is there a written plan for S&R that includes:	AFI 34-242, Paragraphs 6.9.5.6., 6.9.6., 6.12.3.1., 6.14, and AFI 44-153, <i>Critical Incident Stress Management</i> , Paragraph 3.
2.8.1.	Team recall procedures?	
2.8.2.	List of supporting agencies, including the AFSVA Mortuary Office (AFSVA/SVOM)?	
2.8.3.	Reporting procedures and locations?	
2.8.4.	Equipment, supply, communications, and transportation requirements?	
2.8.5.	Safety and security procedures?	
2.8.6.	Facilities for holding and examining remains?	
2.8.7.	Medical Officer briefing on blood borne pathogens?	
2.8.8.	Medical Officer Pre-Exposure Preparation (PEP) training?	AFI 34-242, Paragraph 6.9.4.4.
2.8.9.	Medical Officer provided anatomy training?	
2.9.	Has the Installation Commander coordinated the S&R plans and Memorandum of Agreement (MOA) with supporting organizations?	
CCO-3.	DOES THE INSTALLATION HAVE A SURVIVOR ASSISTANCE PROGRAM IAW AFI 34-1101 ANG SUP, ASSISTANCE TO SURVIVORS OF PERSONS KILLED IN AIR FORCE AVIATION MISHAPS AND OTHER INCIDENTS (1 Oct 2001)?	
3.1.	Has the Survivor Assistance Program (SAP) training program been established and training conducted annually?	AFI 34-1101, Paragraphs 2.1.3.4., 2.1.3.6., 2.1.4.2., 3.3., and 3.4.

3.2.	Are Family Liaison Officers (FLOs) assigned and trained within 24 hours by the installation commander for the Next of Kin and other family members as requested?	AFI 34-1101, Paragraph 2.2.2., and ANGSP/AFI 34-1101, Paragraphs 1.1.1.1. and 2.1.3.2.
3.3	Are SAP and FLO training occurring and being documented as required?	AFI 34-1101_ANGSP, Paragraphs 3.2. and 3.4.
CCO-4.	IF THE BASE HAS AN HONOR GUARD, IS THE HONOR GUARD TEAM TRAINED TO MEET MILITARY FUNERAL HONOR DETAIL REQUIREMENTS IAW AFI 34-242, <i>MORTUARY AFFAIRS PROGRAM</i> (2 Apr 2008)?	
4.1	DOES THE INSTALLATION COMMANDER HAVE A MEMORANDUM OF UNDERSTANDING (MOU) ESTABLISHED WITH THE ACTIVE DUTY BASE OWNING THE AREA OF RESPONSIBILITY (AOR)?	AFI 34-242, Paragraphs 8.18.7. and 8.19.1.
4.2.	Does the base have an Honor Guard Team with sufficient equipment and uniforms?	AFI 34-242, Paragraphs 8.18.3., 8.19.7., 8.19.8., 8.21.2., 8.49.2., 8.50., and 8.50.1.2.
4.3.	Has the Installation Commander appointed the Honor Guard OIC or NCOIC and at least one alternate in writing?	AFI 34-242, Paragraph 8.18.8.
4.4.	Does the Honor Guard NCOIC or designated representative track the Military Personnel Appropriation (MPA) workday program to include processing orders, requests from active duty and waivers in excess of 139-day statutory periods?	AFI 36-2619, <i>Military Personnel Appropriation (MPA) Man-Day Program</i> , Paragraph 1.1., and AFI 34-242, Paragraph 8.23.3.
4.5.	Is there an incentive/recognition program for the Base Honor Guard Team?	AFI 34-242, Paragraph 8.18.9.
4.6.	Are weapons and ammunition stored IAW applicable criteria?	AFI 34-242, Paragraph 8.53.
CCO-5.	IS THE FOOD SERVICE PROGRAM MANAGED IAW AIR FORCE AND AIR NATIONAL GUARD INSTRUCTIONS? (AFI 34-239, <i>FOOD SERVICE MANAGEMENT PROGRAM</i> (20 Feb 2004), AFI 34-239 ANGSP, <i>FOOD SERVICE MANAGEMENT PROGRAM</i> (1 Nov 2006), AFMAN 34-240, <i>FOOD SERVICE PROGRAM MANAGEMENT</i> (2 May 2005), AFI 48-116, <i>FOOD SAFETY PROGRAM</i> (17 Mar 2004), JULY 2007 NGFARS, SUBPART 37.6, <i>PERFORMANCE-BASED CONTRACTING</i>	

5.1.	DOES THE SERVICES COMMANDER AND FOOD SERVICE MANAGER ACCURATELY ACCOUNT FOR SUBSISTENCE AND MEALS SERVED PER FOOD SERVICE ACCOUNTING PROCEDURES?	AFI 34-239, <i>Food Service Management Program</i> , Paragraph 3.1., and ATTACHMENT 2, Paragraphs A2.6. and A2.7. and AFI 34-239_ANGSUP, <i>Food Service Management Program</i> , Paragraph 3.1.
5.2.	Are Units ordering subsistence through the Subsistence Total Order and Receipt Electronic System (STORES) program?	AFI 34-239_ANGSUP, Paragraphs 5.2.1. and A2.7.9.
5.2.1	Does the FSO review and approve all dining facility manager validated subsistence orders before transmission to the Prime Vendor?	
5.3	Are Storeroom inventory levels at or below \$3,000.00 unless approved by the Food Services Officer (FSO)?	AFI 34-239_ANGSUP, Paragraph 5.5.
5.4.	Are appropriate procedures in place for using the subsistence government purchase card (GPC)?	AFI 34-239_ANGSUP, Paragraph 5.2.1., and AFMAN 34-240, <i>Food Service Program Management</i> , Paragraph 6.16.
5.5.	Are proper storage, security, and environmental health inspections of Meals Ready to Eat (MRE) stocks accomplished and MREs accounted for on AF IMT 1119-1 <i>Field Feeding Monthly Monetary Record</i> ?	AFI 34-239, Paragraph 6.3., and AFI 34-239_ANGSUP, Paragraph 3.7.
5.6.	Is an entry authorization letter listing personnel allowed to enter secured storerooms posted at the entry?	AFI 34-239_ANGSUP, Attachment A10.1., Block 9.
5.7.	Are Sanitation Standards enforced?	AFMAN 34-240, Attachment 2, Paragraphs 23-26. AFI 48-116, <i>Food Safety Program</i> , and 2005 FDA Food Code.
5.8.	Are proper storage practices enforced?	AFMAN 34-240, Attachment 2, Paragraph 7.
5.9.	Are there written instructions for cashiers on safeguarding cash and forms, customer identification, and meal charges and are they using the instructions?	AFI 34-239, Attachment 2, Paragraph A2.7.4. and AFMAN 34-240, Chapter 3.

5.10.	Are funds issued to cashiers using AF IMT 1305, <i>Receipt for Transfer of Cash and Vouchers</i> ?	AFI 34-239, Paragraph 3.2.1. and 4.2.1.
5.11.	Does the Dining Facility manager use the proper Food Cost Index for specialty meals (Thanksgiving, Christmas, Birthday, etc.)?	AFI 34-239_ANGSUP, Paragraph 3.6.
5.12.	Are all accountable forms appropriately safe guarded?	AFMAN 34-240, Paragraph 3.1.
5.13.	Is the AF IMT 1119, <i>Monthly Monetary Records</i> , completed on the web and closed out by the last day of the month?	AFI 34-239_ANGSUP, Paragraph 3.2.6.
5.14.	Are Quality Assurance Evaluators (QAEs) trained on specific requirements of the contract to which they are assigned?	July 2007 NGFARS SUBPART 37.6 Performance-Based Contracting
5.15	Is the manager using the AF Food Production Log template (available on the NGB/A1S CoP / AF portal sites), to control, schedule, and record production for the meal period?	AFI 34-239, Paragraph 3.2.5. and AFI 34-239_ANGSUP, Attachment A10.1., Block 1.
5.16.	Are servers using proper portion control?	AFI 34-239_ANGSUP, Attachment A10.2., Block 11.
5.17.	Are food temperatures checked throughout the meal period?	AFI 34-239_ANGSUP, Attachment A10.2., Block 12.
CCO-6.	DOES THE INSTALLATION LODGING PROGRAM COMPLY WITH AFI 34-246, <i>AIR FORCE LODGING PROGRAM (9 Nov 2007)</i>, AND AFI 34-246_ANGSUP1, <i>AIR FORCE LODGING PROGRAM</i>?	
6.1.	DOES THE INSTALLATION PROVIDE LODGING TO ELIGIBLE UNACCOMPANIED PERSONNEL?	AFI 34-246_ANGSUP1, Paragraph 2.1. and TABLE 2.1
6.2.	ARE APPROPRIATE PROCEDURES IN PLACE FOR USING THE GOVERNMENT PURCHASE CARD FOR LODGING?	AFI 34-246, ATTACHMENT 3, Paragraph A3.4.3.2.
CCO-7	ARE FITNESS PERSONNEL TRAINED IAW AFI 10-248, <i>FITNESS PROGRAM (25 Sep 2006)</i>, ANGI 10-248, <i>AIR NATIONAL GUARD (ANG) FITNESS PROGRAM (9 Apr 2004)</i>, AND AFI 34-266, <i>AIR FORCE FITNESS AND SPORTS PROGRAM (24 Sep 2007)</i>?	

7.1.	HAVE ALL FITNESS FUNCTIONAL ACCOUNT CODE (FAC) PERSONNEL COMPLETED BASIC FIRST AID TRAINING AND DO THEY POSSESS EITHER CURRENT RED CROSS CARDIOPULMONARY RESUSCITATION (CPR) OR BASIC LIFE SUPPORT (BLS) CERTIFICATION?	AFI 34-266, Paragraph 4.1.1. and 4.1.4.
7.2.	Are fitness FAC personnel trained and prepared to support fitness programs in garrison and deployed locations?	AFI 10-248, Paragraph 1.12.5.
7.3.	Are unit Physical Training (PT) leaders provided a thorough fitness center orientation to include group PT class set-up, equipment use and safety procedures?	AFI 10-248, Paragraph 1.12.5.2.
7.4	Are fitness FAC personnel trained to support fitness programs, e.g., Fitness Program Manager (FPM) training, developing and leading group exercise, leading Fitness Improvement Program (FIP) classes, etc.?	ANGI 10-248, Paragraph 2.7.1.1. and AFI 34-266, Paragraph 4.1. and 4.1.4.
CCO-8.	DOES THE TRAINING PROGRAM COMPLY WITH AFI 36-2201, VOLUME 3, AIR FORCE TRAINING PROGRAM ON THE JOB TRAINING ADMINISTRATION (4 Feb 2005), AFI 34-254, SERVICES EDUCATION AND TRAINING, SERVICES CAREER FIELD EDUCATION AND TRAINING PLANs 3MOX1 (1 OCT 2007) AND 34MX (5 Mar 2006), AND THE AIR NATIONAL GUARD SERVICES (3MOX1) TRAINING POLICIES AND CONCEPTS (9 Oct 2008)?	
8.1.	Is all Upgrade and OJT training being documented in the Air Force Training Record (AFTR) on a regular basis?	Career Field Education and Training Plan (CFETP) 3MOX1, 1 Oct 2007, Page 4; ANG Services Training Policies and Concepts, Paragraphs 1.0., 1.2., and 1.3.
8.1.1.	Does each assigned Services member have a training record in the Air Force Training Record (AFTR)?	CFETP, 1 Oct 2007, Page 4; and ANG Services Training Policies and Concepts, Paragraph 1.2.
8.2.	Have the Company Grade Officers attended AF Institute of Technology (AFIT) Course SVS 101, and SVS 410C (at the 4-8 year point)?	CFETP 34MX, 5 Mar 2006, Section B, Paragraph 2.1. and Section C, Paragraphs 2.1., 2.2.1., and 3.4.
8.2.1.	Have the Field Grade Officers attended AF Institute of Technology (AFIT) Courses SVS 400, 462, and Services Combat Training? (SVS 485 is only required for UTC LWRRH members)	

8.3.	Have trainers and certifiers been appointed and have they attended the respective training class?	AFI 36-2201, Volume 3, Paragraph 4.3.8.
8.4.	Has the commander established a comprehensive training plan to ensure all personnel are trained in their primary job responsibilities?	AFI 34-254, Paragraph 2.5. and AFI 36-2201, Volume 3, Paragraph 4.3.9.
8.5.	Does the Services Flight training manager or Prime RIBS Manager provide regular “status of training” briefings to the commander?	AFI 36-2201, Volume 3, Paragraph 4.2.1.; and ANG Services Training Policy and Concepts, Paragraph 3.1.
8.6.	Is training budgeted for and personnel available for training?	AFI 36-2201, Volume 3, Paragraph 5.2.1.3.; and ANG Services Training Policy and Concepts, Paragraph 3.2.
8.7.	Have the Food, Prime RIBS and Training Managers taken the ANG Services courses related to their areas?	Services Training and Education Plans (STEPS) for each position; and ANG Services Training Policy and Concepts, Paragraphs 4.2., 4.2.1., and 4.2.2.
8.7.1.	Has the Food Manager been scheduled, budgeted, or attended the Food Managers Course?	
8.7.2.	Has the Prime RIBS Manager and Prime RIBS Assistant been scheduled, budgeted, or attended the Mortuary Affairs Management Course within one year of appointment?	
8.7.3.	Has the Unit Training Manager been scheduled, budgeted, or attended the Training Manager Course.	
8.8.	Is appropriate training documented IAW AFI 36-2201, Volume 3 requirements?	AFI 36-2201, Volume 3, Paragraph 7.2.
8.8.1.	Are Services Readiness, Home Station, and Ancillary Training documented in the Air Force Training Record (AFTR)?	CFETP 3M0X1, 1 Oct 2007, Page 4; and ANG Services Training Policy and Concepts, Paragraph 1.3.
8.9.	Does each work center have a Master Training Plan (MTP)?	AFI 36-2201, Volume 3, Paragraph 6.1.2.; and ANG Services Training Policies and Concepts, Paragraph 4.4.

8.10.	Are Services trainees in Upgrade Training enrolled in all required Career Development Courses specified in CFETP 3M0X1?	AFI 36-2201, Volume 3, Paragraph 8.2; and ANG Services Training Policy and Concepts, Paragraph 1.2.1.
8.11.	Has the Services CMSgt, if assigned, attended the ANG Chief Executive Course or the active duty Chief Leadership Course within 18 months of being promoted? Course scheduled, budgeted for, or attended?	CFETP, 1 Oct 2007, Table 7.4. ARC Enlisted Education and Training Requirements; and ANG Services Training Policies and Concepts, Paragraph 1.2.4.
CCO-9.	IS PERFORMANCE FEEDBACK ACCOMPLISHED TO IMPROVE AIRMEN'S AND NCO'S JOB SKILLS AND COMPLY WITH ANGI 36-2627, AIRMAN AND NCO PERFORMANCE FEEDBACK SYSTEM (PFS) (21 Jul 2003)?	
9.1.	As a minimum, is Formal Performance Feedback completed on an annual basis?	ANGI 36-2627, Paragraph 2.1.
CCO-10.	ARE INTERNAL CONTROLS ESTABLISHED?	
10.1.	HAS THE SERVICES COMMANDER PROVIDED WRITTEN GUIDANCE FOR INTERNAL CONTROL PROCEDURES? (Because the ANG does not have RMFCs.)	AFI 34-202, <i>PROTECTING NONAPPROPRIATED FUND ASSETS</i> , Paragraphs 1.2., 1.4., and 7.2.
10.2.	Are all nonappropriated funded (NAF) purchases authorized and made IAW Air Force Instructions and gaining MAJCOM guidance?	AFI_ANGSUP 34-201, <i>Use of Nonappropriated Funds (NAFS)</i> , Paragraph 1.2., 11.7.7., and Chapter 4.
10.3.	Are all purchases of appropriated fund (APF) equipment and supplies made IAW AFI 65-106, <i>Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and Nonappropriated Fund Instrumentalities (NAFIs)</i> ?	AFI 65-106, Paragraph 1.2. and 1.3.
10.4.	Has the flight built an APF five-year capital requirements budget to meet 100 percent of the applicable Golden Eagle Standards?	AF Golden Eagle Standards.
CCO-11.	IS THE ALCOHOL AND BEVERAGE PROGRAM MANAGED IAW WITH AFI 34-219, ALCOHOLIC BEVERAGE PROGRAM (17 Oct 2007)? (May not apply to all installations)	
11.1.	ARE EMPLOYEES WHO SERVE ALCOHOL TRAINED ON DRAM SHOP RESPONSIBILITIES?	AFI 34-219, Paragraphs 1.5.,

11.1.1.	IS THE ANNUAL DRAM SHOP RESPONSIBILITIES BRIEFING DOCUMENTED IN THE EMPLOYEES WORK FOLDER?	1.5.1.1., 1.6.1., and 1.6.3.
11.2.	Is a wing supplement, or other written guidance, published identifying personnel responsibilities for DRAM SHOP training and liabilities and is it being followed?	AFI 34-219, Paragraphs 1.2.5., 1.7.1., and 2.1.6.
11.3.	Has the installation commander approved the hours of operation and facilities in which alcoholic beverage are sold by the drink?	AFI 34-219, Paragraphs 1.7.1.4, and 2.1.6.
CCO-12.	ARE PRIVATE ORGANIZATIONS OPERATING ON INSTALLATIONS IAW AFI 34-223, <i>PRIVATE ORGANIZATION (PO) PROGRAM (8 Mar 2007)</i>, AND AFI 34-223 ANG SUP1, <i>PRIVATE ORGANIZATIONS (PO) PROGRAM</i>?	
12.1.	ARE PRIVATE ORGANIZATIONS AUTHORIZED TO OPERATE ON BASE AND ARE THEY OPERATING WITHIN THEIR CHARTERED PURPOSE?	AFI 34-223 and AFI 34-223 ANG SUP1, Paragraph 6.1. and 9.
12.2.	Does Services review each PO annually?	AFI 34-223 and AFI 34-223 ANG SUP1, Paragraph 8.
12.3.	Are POs constitutions updated every two years or when there are changes in the purpose of the PO or change in officers?	AFI 34-223 and AFI 34-223 ANG SUP1, Paragraph 9.5.
12.4.	Do POs have liability insurance unless the requirement is waived by the installation commander and updated annually?	AFI 34-223, Paragraph 10.11.
12.5.	Are unit commanders certifying compliance with regulatory guidance for all Unofficial Activities and PO's associated with their units?	AFI 34-223 ANG SUP1, Paragraph 6.5.

2. Adopted Forms

AF IMT 847, *Recommendation for Change of Publication*

AF IMT 1119, *Monthly Monetary Records*

AF IMT 1119-1, *Field Feeding Monthly Monetary Record*

AF IMT 1305, *Receipt for Transfer of Cash and Vouchers*

DD Form 1143, *Support Agreement*

EMMETT R. TITSHAW, JR, Major General, USAF

Acting Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 10-214, *Air Force PRIME RIBS Program*, 27 February 2006

AFI 10-248, *Fitness Program*, 25 September 2006

ANGI 10-248, *Air National Guard (ANG) Fitness Program*, 9 April 2004

AFI 10-403, *Deployment Planning and Execution*, 13 January 2008

AFMAN 32-4004, *Emergency Response Operations*, 1 December 1995

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Note:

* Documents available thru AF Portal on NGB/A1S web site at:

<https://www.my.af.mil/gcss-af/afp40/USAF/ep/globalTab.do?channelPageId=-929388&command=org&pageId=681742&com.broadvision.session.new=Yes>)

Or may be available on NGB/A1S Community of Practice (CoP) at:

<https://afkm.wpafb.af.mil> ANGsvf

Abbreviations and Acronyms

AEF - Air Expeditionary Force

AF - Air Force

AFEMS - Air Force Equipment Management System

AFI - Air Force Instruction

AFIT - Air Force Institute of Technology

AFMAN - Air Force Manual

AFPD - Air Force Policy Directive

AFSVA - Air Force Services Agency

AFTR - Air Force Training Record

ANG - Air National Guard

ANGI - Air National Guard Instruction

ANGPD - Air National Guard Policy Directive

AOR - Area of Responsibility

APF - Appropriated Funds

ARC - Air Reserve Component

BLS - Basic Life Support

C&SRL - Compliance and Standardization Requirement List

CC - Commander

CCCA - Common Core Compliance Area

CCI - Core Compliance Item

CCO - Critical Compliance Objectives

CDC - Career Development Course/Curriculum

CFETP - Career Field Education and Training Plan

CMSGT - Chief Master Sergeant

CPR - Cardiopulmonary Resuscitation

DD - Department of Defense

DoD - Department of Defense

EAL - Entry Authorization List

FAC - Functional Account Code

FDA - Food and Drug Administration

FIP - Fitness Improvement Program

FLO - Family Liaison Officer

FPF - Formal Performance Feedback

FPM - Fitness Program Manager

FSO - Food Services Officer

GCI - General Compliance Item

GPC - Government Purchase Card

HHQ - Higher Headquarters

HST - Home Station Training

IAW - In Accordance With

IG - Inspector General

IMT - Information Management Tool

MAJCOM - Major Command

MPA - Military Personnel Appropriation

MRE - Meals Ready to Eat

MOA - Memorandum of Agreement

MOU - Memorandum of Understanding

MTP - Master Training Plan

MWR - Morale, Welfare, and Recreation

NAF - Non-Appropriated Funds

NAFI - Non-Appropriated Funds Instrumentality

NCO - Non-Commissioned Officer

NCOIC - Non-Commissioned Officer in Charge

NGB - National Guard Bureau

OI - Operating Instruction

OIC - Officer in Charge

OJT - On-the-Job Training

OPR - Office of Primary Responsibility

PEP - Pre-Exposure Preparation

PO - Private Organization

PRMG - Prime RIBS Managers Guide, available on the AFSVA website.

PT - Physical Training

QAE - Quality Assurance Evaluator

RDS - Records Disposition Schedule

RMFC - Resource Management Flight Commander

S&R - Search and Recovery

SAP - Survivor Assistance Program

SCT - Services Combat Training

STEP - Services Training and Education

STORES - Subsistence Total Order and Receipt Electronic System

SVS - Services

UCI - Unit Compliance Inspection

UTC - Unit Type Code Reserve Material